



**King County**  
**Department of Permitting**  
**and Environmental Review**  
35030 SE Douglas Street, Suite 210  
Snoqualmie, Washington 98065-9266  
**206-296-6600** TTY Relay: 711  
www.kingcounty.gov

## **eReview - Electronic Submission Requirements for Single Family Residential Building Plan Review**

For alternate formats, call 206-296-6600.

New Single Family residential plans and new Register plans submitted to the King County Department of Permitting and Environmental Review (Permitting) are eligible for electronic plan review (eReview). Applicants are encouraged to participate in this program. The following description serves as the guideline for the submittal and processing of new Single Family residential plans and new Register plans submitted for building plan review in electronic format. Also see [eReview](#) on the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) for more information. Electronic plan review is an optional program. Electronic plan review is not available for addition permits, remodel permits, or Already Built Construction (ABC) permits.

### **Electronic Plan & Application Requirements**

- As this program applies only to the review of the building plans, all other submittal documents in King County Permitting Customer Information Bulletin #9 must be submitted in paper format except Item F: Working Drawings (or Blueprints, Plans, Drawings and Prints).
- All digital files shall be MS Windows compatible.
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 8.0 or earlier.
- One 1/2-size paper copy of the completed Permitting Plan Cover Sheet.
- Depending on the complexity of the project and the quality of the electronic format you may be required to submit one paper copy of the building plans (1/2-size set with minimum 1/8" = 1' - 0" will be acceptable) and one paper copy of the engineering calculations to facilitate the review.
- Provide one compact disc (CD), containing the plans, calculations and Permitting Plan Cover Sheet. The CD contents shall have separate folders and be labeled as indicated below:
  1. Bookmarks are required on every submission. Each sheet shall be named in a way so the reviewer can quickly move from sheet to sheet (see Page 3 of this form).
  2. "Building Plan PDF". This must include a completed Permitting Plan Cover Sheet found on the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) under [eReview](#).
  3. "Engineering Calculations PDF". Must include engineer's seal and signature.
  4. Other supporting documents (i.e. "Energy Code PDF", "VIAQ form", "Manual J heat sizing calculation").

### **eReview Document Protocols**

#### **Page & File Orientation**

- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor.
- On each drawing sheet, a 3"x3" area, located in the upper right corner, adjacent to the title block, shall be left empty for the placement of the Plans Examination Engineer's approval stamp.
- All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file so the Plans Examination Engineer may scroll through the file, and have the ability to view all pages without opening another file.

**Drawing Requirements**

- All plan review corrections will need to be made on the electronic plans by the applicant.
- It is imperative that the building plan sets be fully dimensioned as imaged versions may be printed at a reduced scale.
- Areas on the plans which require 3x framing members or sill plates shall be highlighted in a different manner than other areas.

**Size of prints**

- Approved plans will need to be printed by the applicant to have on the job site. Minimum required plan sheet size is 18"x24" or as required to provide a minimum 1/4" = 1' - 0" scaled drawing. Other associated documentation should be printed on paper 8-1/2"x11" or larger.

**Font Type & Size**

- All text shall be readable and no smaller than 10 point.

**Plan Review Process**

- The imaged files will be reviewed and corrections placed on the PDF images by means of comment notes.
- A CD with Permitting comments will be returned to the applicant for corrections.
- The corrected plans shall be resubmitted on a new CD to Permitting. At the completion of the review, the Plans Examination Engineer will secure the document to ensure that no changes or modifications will be made and return the CD to the applicant.

**Revisions & Corrections**

- Revisions to previously submitted documents shall be labeled with the file name and the addition of Building Plan rev01, Building Plan rev02, etc.

**Issuance**

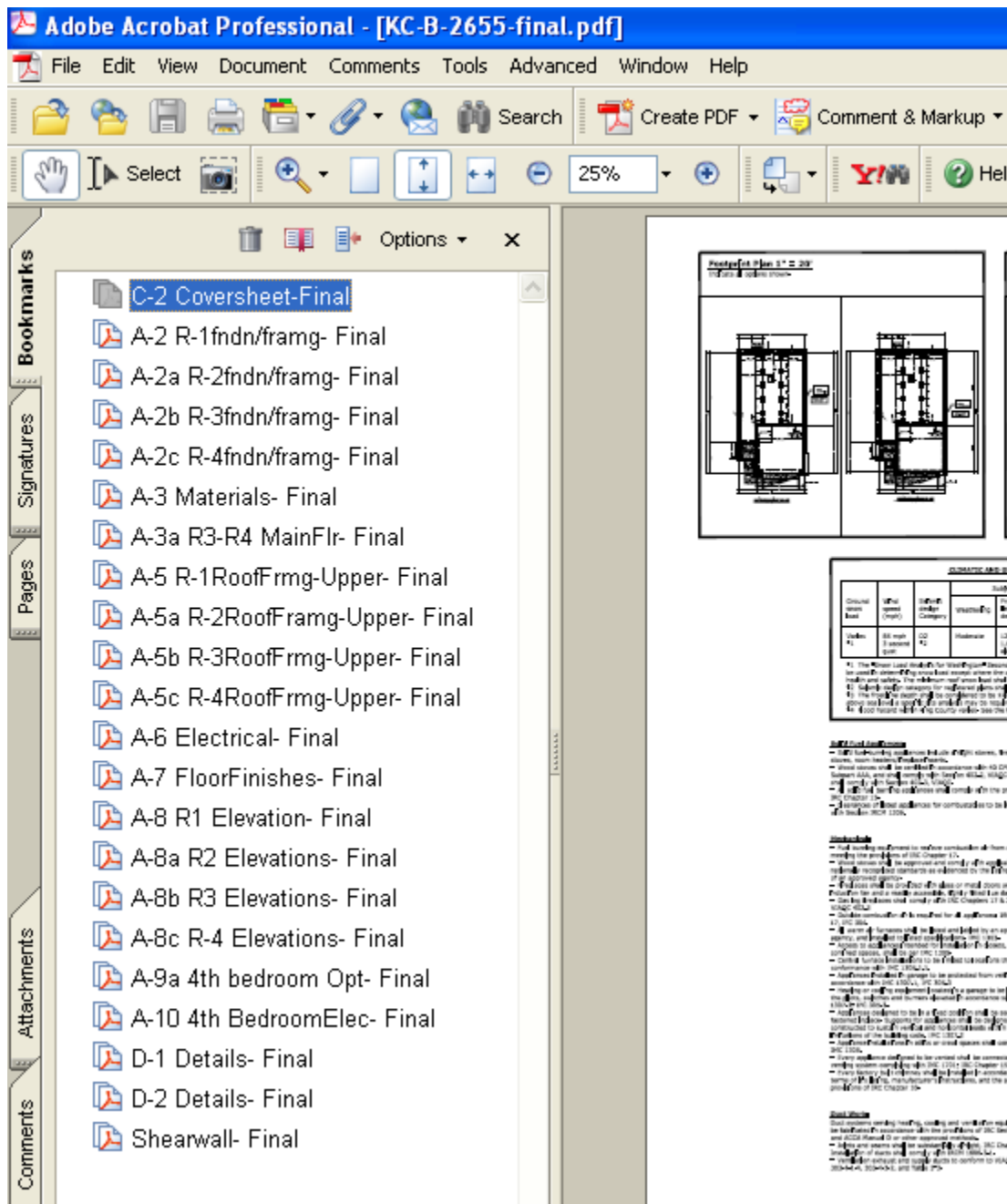
- You will receive a copy of the approved CD at permit issuance.
- You will be able to make as many printed copies as you need from the approved CD.
- After permit issuance you will need to provide one hardcopy of the approved plans at the project site for Permitting Building Inspector usage.

**Scanned Documents**

- PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Department of Permitting recommends scanning at a minimum of 300 dpi to balance legibility and file size. Plans submitted in an unacceptable or unreadable format will be rejected from the eReview process.

Questions and/or comments on eReview can be directed to the Plans Examination Section at 206-296-6600.

## Example of bookmarks identifying each plan in the electronic file:



Check out the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)